



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development

DATE: October 17, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly from this list, go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	4.27	Employee Exit Interview	4	11/01/08	CS-0558, Exit Interview Questionnaire (revised form pending)
Summary of Policy revisions for 4.27: Supersedes 4.27, 10/01/02; Policy revised entirely to update procedures for conducting employee exit interviews. Policy on PREVIEW . Major Policy review required.					
2.	16.21	DCS and Contract Agency Employees as Resource Parents	16	11/01/08	CS- 0688- Resource Family Application For Parenting CS- 0763 - Permission to Place DCS Child in DCS Employee Resource Home

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or "word-smithing" and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

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					<u>CS- 0748- Employee Conflict of interest Statement</u>
Summary of Policy revisions for 16.21: Supersedes 16.21, 10/01/07: Revisions: Policy statement was enhanced to include a clear definition of "conflict of interest". A link to Policy <u>4.10, Conflicts of Interest</u> was also added to policy statement. Section D was revised in two areas; Item # 1 was revised to clarify that DCS employee resource homes will be managed by a worker in a county other than the employee's work or home county; Item 3D was revised to include form CS-0748, <i>Employee Conflict of Interest Statement</i> . All DCS employee resource families must sign this form and have it placed in their resource home record. Policy on PREVIEW. Minor policy review required.					
3.	16.23	<u>Resource Home Case Files</u>	16	09/30/08	None
Summary of Policy revisions for 16.23: Supersedes 16.23, 10/01/07: Revisions: Section C-3a changed from local police checks to local court check and added the time frame to complete that check. Two new forms added: CS-0741, Data Base Search Results; CS-0871, Resource Family Disaster Plan; Sections D-1 and D-4- revised from "within the week" to within "five (5) working days". Minor Policy review required.					
4.	16.38	<u>Face-To-Face Visitation with Dependent and Neglected and Unruly Children in DCS Custody</u>	16	10/01/08	<u>CS-0430: Quarterly Progress Report on Children State Custody</u>
Summary of Policy revisions for 16.38: Supersedes 16.38, 01/01/08: Revisions: One sentence was removed from Section B- General Guidelines for Face-To-Face Visits. The sentence was Item 9- "Face-to-Face contact between the Resource Parent and the Resource Parent Support & Assessment worker shall take place one (1) time per month." <u>Visitation Protocol</u> added to the Collateral Section of the policy. Minor policy review required.					
5.	29.4	<u>Fire- Safety and Sanitation Monitoring in DCS Leased Property and State-Owned Facilities</u>	29	11/01/08	<u>CS-0117, Inspection Checklist for Offices and Facilities</u> <u>CS-0234, Emergency Exit Drill</u>
Summary of Policy revisions for 29.4: Supersedes 29.4, 05/15/08: Revisions: Section C, 4 added that "...all leased offices must develop a written safety and evacuation plan and that staff in these leased offices must also receive a copy of the plan." Policy on PREVIEW. Minor policy review required.					
6.	29.12	<u>Emergency Response Preparedness Plans</u>	29	11/01/08	<u>CS-0724, Monthly Training</u>
Summary of Policy revisions for 29.12: Revisions: All procedural instructions previously outlined in Section C deleted and referenced the newly revised Emergency Response Preparedness Planning and Instruction Guide. Section D revised to include item #5 "... staff will complete mandatory training on emergency response preparedness as required..." and to clarify procedural instructions in Section E regarding training or Emergency Response Preparedness. Policy on PREVIEW. Minor policy review required.					

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7.	31.5	Regional Child Case Files	31	11/01/08	None
Summary of Policy revisions for 31.5: Supersedes 31.5, 06/01/08: Revisions: Policy revised to include “non-custodial” to policy statement; Addition of item #7 in section B regarding non-custodial case file organization and documentation; Addition of item “x” in Section C, 7 for case recordings for the purposes of audits, court testimony, and when the case is submitted to archives following case closure and/or adoption finalization. Policy on PREVIEW . Minor policy review required.					
8.	31.17	Broker Day Care Services	31	10/15/08	CS- 0556 Broker Day Care Referral and Authorization
Summary of Policy revisions for 31.17: Supersedes 31.17, 03/01/08: Revisions: Purpose statement- the term foster care was added to Private Provider Level I. Now the Term reads as “...Private Provider Level 1foster care.” A definition of Private Provider Level 1 foster care added to the glossary section of the policy. Section A revised to identify 7 possible criteria (previously 4) for requesting day care services. At least 1criteria must now be met to request these services. Section B, Items 2 A and B were revised to state what services the Child Care Resource and Referral (CCR&R) network provides to families. CCR&R offers information on child care providers in the family's area, answers questions and identifies potential day care providers resources that may meet the needs of the families requesting information. Form CS-0556 Broker Day Care Referral and Authorization was revised to identify the 7 possible criteria available for requesting day care services. Major policy review required.					

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